



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

**\$4,488.00 - \$5,618.00**

**CDI WILL ALSO CONSIDER**

**STAFF SERVICES ANALYST (GENERAL)**

**\$2,873.00 - \$4,671.00**

**INFORMATION TECHNOLOGY DIVISION**

**PROJECT COORDINATION & ADMINISTRATIVE SUPPORT BUREAU  
SACRAMENTO**

### **RESPONSIBILITIES:**

Under direction of the Project Coordination and Administrative Support (PCAS) Bureau Chief, this position provides analytical and administrative support for the Information Technology Division (ITD). The Associate Governmental Program Analyst (AGPA) works independently and with other Division staff in support of the administrative functions for project management, contract management, budget management, personnel actions, legislative bill analysis, and policy review.

The incumbent will back-up the Chief Information Officer's (CIO) administrative assistant on attendance duties; planning and scheduling events and travel; and preparing presentation documents. This position takes the lead role in providing contract management for information technology (IT) consulting services contracts by monitoring and tracking deliverables and payments based on the contract requirements. This position requires the capability to work independently, multi-task, and to manage conflicting priorities.

### **DESIRABLE QUALIFICATIONS**

#### ***SPECIAL PERSONAL CHARACTERISTICS***

- Dependable, responsible, positive attitude.
- A demonstrated interest in assuming increasing responsibility.
- Utilizes sound judgment; loyalty and discretion.
- Demonstrated ability to organize and prioritize work.
- Willingness to accept challenges, handle multiple projects simultaneously.
- Effectively handle stress and deadlines.

04/24/15 RJ

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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### ADDITIONAL QUALIFICATIONS

- Knowledge of the legislative and regulatory development processes at the State and federal levels.
- Excellent research, analytical, communication and writing skills.
- Ability to serve in a lead capacity and obtain completed staff work from team members on multiple projects and meet strict deadlines.
- Demonstrated ability to provide leadership and work in a team-based, collaborative environment that promotes diversity.
- Demonstrated ability to perform critical thinking and make recommendations to management for informed decisions.

### INTERPERSONAL SKILLS

- Experience working under demanding time pressure and under public scrutiny, while maintaining composure and a sense of humor

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Governmental Program Analyst or Staff Services Analyst level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. CDI will also consider qualified candidates at the Staff Services Analyst (General) level that are within transfer range or who have list eligibility. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

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DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Associate Governmental Program Analyst, PSN # 413-106-5393-001" OR "Staff Services Analyst (General), PSN #413-106-5157-XXX" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Reginald Justo at (916) 492-3351.

**FINAL FILING DATE:**      **Wednesday, May 6, 2015 - Close of Business (5:00 p.m.)**

**NOTE:**      Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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